92-05478/

ANNUAL REPORT
of the Board of Trustees

for the fiscal year
ending March 31, 1991

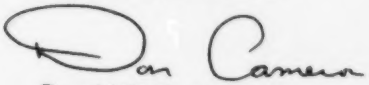
Public Archives of Nova Scotia

To His Honour
The Honourable Lloyd R. Crouse, P.C.
Lieutenant-Governor of Nova Scotia

May It Please Your Honour:

I have the honour to submit the report of the Provincial Archivist to the Board of Trustees of the Public Archives of Nova Scotia for 1 April 1990 to 31 March 1991, together with a statement of receipts and disbursements.

Respectfully submitted



Donald W. Cameron
Premier

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PUBLIC ARCHIVES OF NOVA SCOTIA

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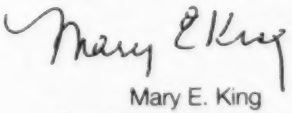

Mary E. King
Executive Secretary

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INTRODUCTION

This annual report reflects the activities of the Public Archives of Nova Scotia for the fiscal year 1 April 1990 to 31 March 1991.

BOARD OF TRUSTEES

There were several changes in the membership of the Board this year. Premier Roger Bacon succeeded John Buchanan upon the latter's appointment to the Senate. In March 1991 Donald Cameron succeeded Roger Bacon as Premier of Nova Scotia and became a member of the Board. The Board of Trustees met twice during the year.

ACQUISITIONS

Despite a relatively passive acquisitions practice we received considerable private archival material this year. The various divisional reports provide details on some acquisitions. The influx of government records increased substantially despite the absence of a government records manager. We are pleased by the willingness of Nova Scotians and others to donate material to us; we are also grateful for the assistance of various provincial government officials who have cooperated with us to ensure the long-term preservation of government records.

ARRANGEMENT AND DESCRIPTION

In order for archival and library material to be used by researchers, staff must arrange and describe it after appraisal and selection. The Public Archives is devoting more energy to these functions in our effort to cope with increasing acquisitions and to provide more consistency in our descriptive tools. Our efforts continue to parallel those of the archival profession in Canada and our staff continue to provide considerable input to local and national committees working on descriptive standards.

DESCRIPTIVE STANDARDS COORDINATING COMMITTEE

The 1990–91 fiscal year has been spent primarily in evaluating and determining the future direction of the PANS Name Authority Trial Project (October 1989 to April 1990). Various inconsistencies and irregularities have been identified, and remedial measures are either under way or planned. A broad procedural Framework for Implementation has been drawn up, as well as a Schedule of Implementation which, if adhered to, will see the formal PANS Name Authority become fully operational during autumn 1991.

This schedule has been predicated on the anticipated availability nationally of Elizabeth Black's Name Authority Manual, due for publication during summer 1991; and also on the resolution of difficulties inherent in the present PANS Trial Project. The chief difficulties remaining centre on the selection of suitable software to drive a semi-automated Name Authority, or reversion to a manual system for interim control, plus finalization of the current in-house draft Name Authority Manual.

Progress towards the institutional implementation of a standardized authority for proper names has been slow. The chief impediments are the complexity of the project, the practical and intellectual differences between archival and library theory and practice, the decreasing amount of discretionary time available for such work, and the desire to synchronize institutional systems more closely with evolving national standards.

The publication in late 1990 of chapters one, two, and three of the Rules for Archival Description (RAD), a product of the national Planning Committee on Descriptive Standards, is being closely monitored by the PANS Descriptive Standards Coordinating Committee. The Committee is reviewing RAD, preliminary to recommend its formal adoption within the institution, which will lead the Committee, in turn, to developing new in-house guidelines for fonds- and series-level description.

The DSC Committee has also recommended that the institution adopt as a working document the "Report of the Public Records Division Committee on Finding Aids: Content and Format." This document provides for an inventory-based finding-aid system, and establishes the archival series as the basic level for arrangement and description. The DSC Committee continues to monitor the impact of this Report on other divisions within the Public Archives.

CONSERVATION

The new conservator's position, funded in 1990–91, had to be left vacant due to budget cuts. This is most unfortunate as an institution the size of the Public Archives must have a professional conservation capability. Furthermore, the retirement of our second microfilmer left us with only one full-time operator, a further deterioration of our conservation activities and the loss of some support for the local archival community which depends on the Public Archives for some filming each year. Efforts must be made to build up our conservation service otherwise the steady, natural deterioration of our holdings will go unchecked.

PUBLIC SERVICE

Our researchers' statistics confirm that 1990–91 was another very busy year. Our sources are heavily used and our long hours are a boon to researchers from near and far.

The Public Archives suffered a serious theft in late summer when over 1,000 index cards relating to Blacks and Women were stolen from the Second and Third Floor reference areas. An investigation provided no concrete leads. This theft seriously affected our ability to provide adequate reference service in these areas for some months. However, with the excellent cooperation of researchers working in the areas and our own staff and resources, we are pleased to report that by year's end nearly all of the references were replaced. We are extremely grateful to everyone who assisted us in this reconstruction.

The theft and the need to evaluate all aspects of our public service resulted in the formation of a Public Service Committee. It was given responsibility to study a wide range of issues and it presented an interim report toward the end of the year. This is an important initiative as it will assist in redefining delivery of public service, enhanced registration, and security of our holdings. The committee is chaired by the Associate Provincial Archivist, Allan Dunlop.

PUBLIC PROGRAMS

Our new Public Programs Archivist, Philip Hartling, took up his duties in July 1990. His appointment provides us with the capacity to prepare and arrange a limited number of exhibits, coordinate and revise our tour program, send out notices on select acquisitions, and engage in a host of other public program activities in a more planned fashion.

EXTERNAL ASSISTANCE FOR OUR ACTIVITIES

A number of government programs have assisted us over the past year, thus enhancing the service we provide our users. The National Archives made funds available to assist us in collecting and processing a selection of radio and television programs from CBC Halifax. We obtained one position through the summer provincial employment program and shared a second student, thanks to the generosity of Ms. Mildred Richardson of the Fairbanks Centre. The Canadian Council of Archives provided funds to process some municipal records. The Department of Tourism and Culture once again contributed financial support to publish the Nova Scotia Historical Review. The publishing of the *Nova Scotia Newspapers:*

A Directory and Union List 1752–1988 was an important event. The directory, co-published by the Dalhousie Library School and PANS, involved many different organizations, individuals, and groups; it provides an indispensable research tool for our holdings and those in other Nova Scotian repositories.

ADMINISTRATION

There were a number of personnel changes this year which necessitated various staffing actions which are detailed in the divisional reports. The professional archival positions were reclassified during the year and a number of other positions were affected by the implementation of pay equity legislation. Both measures were supported by the Board of Trustees and the Nova Scotia Government Employees Union and Management Board provided the required resources.

The management committee met for its annual planning session and prepared an action plan for the coming year. Considerable time was spent reviewing the report and the recommendations of the Public Service Committee. In these economic times it is necessary that we continually review all activities and our planning session offers an opportunity to do so.

As always I am indebted to the Board of Trustees for its continuing support. I also want to thank our full-time and part-time staff for their efforts over the past year.

Carman V. Carroll
Provincial Archivist

June 1991

MANUSCRIPTS DIVISION

Lois K. Kernaghan, Rosemary Barbour,
Darlene Brine, Barry Cahill,
Julie Morris

Despite the increasing demands of public service, reference work, and retrieval during the fiscal year 1990–91 the Manuscripts Division has successfully maintained its commitments to the central archival tasks of acquisition, appraisal, arrangement, and description. Once again, this accomplishment has been due primarily to the dedication and cooperation of a hard-working staff.

Staffing changes include the appointment of Rosemary Barbour as Microfilm Archivist, 1 July 1990, replacing Philip Hartling. Under her direction, the Microfilm Unit has embarked on a period of consolidation, involving several significant new projects (see Report, following). As of 1 August, Barry Cahill became General Editor of *Archivaria* (the journal of the Association of Canadian Archivists), a two-year appointment requiring 20 per cent of his available work time. Pamela Fancey was hired on a half-time contract basis, 13 August 1990 to 31 March 1991, to provide temporary clerical support for the division, and elsewhere as required.

Nearly 1,700 written enquiries were received by the division during the year, again mostly of a genealogical nature. The new institutional guidelines adopted in 1989 for handling such enquiries have resulted in a more consistent and streamlined approach, but further improvements, particularly the development of standardized form letters, are required to further moderate the expectations of users in this aspect of public service.

Efficient and sufficient day-time staffing of the Third Floor Reference Desk, coordinated jointly with the Public Records Division, remains difficult due to the volume of business, the demands of users, and the increasing variety, sophistication, and complexity of reference requests. In an effort to simplify use of microfilm, a move towards complete self-service retrieval is being designed for implementation during 1991–92. A one-page guide to genealogical research procedures within the PANS has also been developed for first-time users, while the Genealogical Sources County Guide Series (see Report, following), edited and supervised by Julie Morris, remains an important component of the institution's outreach and publications program.

The availability of a contract clerical employee since August 1990 has again been instrumental in keeping abreast of current typing requirements, and in reducing a substantial backlog. In addition to regular correspondence, memos, and invoices, over 30 finding aids, ranging in length from 1 to 40 pages, and in nature from fonds-level descriptions to item lists, have been produced. Some 850 index cards have also been prepared and filed in the public catalogues. At least two major projects nearing completion within the division will require substantial clerical support. It is hoped that such assistance can be continued during the coming fiscal year, thus enabling the Division to discharge its commitments to archival processing and indexing.

During 1990–91, draft mandates were drawn up and are being finalized, to cover MG 50 (a new category, dedicated to Genealogical Manuscripts) and MG 100 (Miscellaneous Manuscripts Collection). This is in keeping with the stated divisional policy of developing and implementing standard appraisal and selection criteria for the processing of manuscript material. Mandates are also being developed in conjunction with major projects currently under way in MG 8 (Family Bibles) and MG 9 (Scrapbook Collection), and are being formulated for MG 4 (Churches and Communities). These projects will improve physical and intellectual control of the holdings, via enhanced finding aids.

The provision of income tax credits, following an archival appraisal process, is becoming an increasingly popular service offered to prospective private-sector donors. During 1990–91, the Manuscripts Division prepared four major acquisitions for assessment by the National Archival Appraisal Board, and completed an additional eight in-house appraisals on smaller donations. A necessary adjunct to the acquisition function, appraisal work requires time and coordination.

Nearly 240 items or aggregates (exclusive of microfilm material) were accessioned and/or processed by the Manuscripts Division during 1990–91, amounting to 93.4 metres. Present shelving arrangements are inadequate for these holdings, and a major reorganization of on-site space allocation for the Division has been drawn up, pending implementation.

Among the most significant accessions received during the past fiscal year are the records of Halifax-Dartmouth Industries Limited (26.7 m.; see Report, following) and those of the Nova Scotia College of Art and Design (23 m.). The archival processing of both fonds will require a major investment of divisional staff time. The implementation within the

Division of an Administrative Control and Processing Record form has helped to regulate the processing function, and along with the development of disposal lists for surplus material, has promoted greater efficiency and better communication with donors.

The following appendix indicates the principal acquisitions, but does not reflect either the variety or the time-consuming nature of many small holdings processed by Manuscripts Division staff during the year.

Principal Accessions — 1990–91

MG 1 — Personal and Family Papers

Black, Mary E. (1895–1988). Correspondence, promotional material and galley proofs, all re: *Key to Weaving*; some published items; 1940–1985. (23 cm.) Accessioned.

Cameron, James M. (1913–). Published books, articles, monographs, and newspapers; manuscript documents; scrapbooks; and research files. Concerning all aspects of Pictou County history, with particular emphasis on coal and steel, genealogy, biography, mining, and the military. (Vols. 3218–3227; 2 m.) Finding aid: file list.

Cox, Dr. George H. (1871–1953). Correspondence, draft manuscripts, scrapbooks, and miscellaneous manuscript material, ca. 1814–1952. (Vols. 2606–2607; 46 cm.) Transferred from PANS Library. Finding aid: item list.

Cuthbertson, Brian (1936–). Correspondence, research notes, newspaper clippings, and published articles; 1980s. (Vol. 3187; 23 cm.) Finding aid: file list.

Duncanson, John V. (1918–). Correspondence and research material re: Rawdon and Douglas townships (Vols. 3241–3242); additional research material (addenda) on Falmouth, Newport, Rawdon, and Douglas families (Vols. 3243–3244, 3246 & 3247); and miscellaneous correspondence files; (1979, 1980, 1987–1989. (Vol. 3245; 1.5 m.) Finding aid: file list.

Hall, William N. (1829–1904). Some photostatic copies of original correspondence, press clippings, and photographs from the Public Record Office, London, England; 1857–1967. (Vol. 1499, file # 4; 2.5 cm.) Finding aid: file list.

Judge, Gail. Client files from professional genealogical research practice, including correspondence, research notes, photostatic copies of original documents, etc.; 1980s. (53 cm.) Accessioned.

Kimber, Stephen. Papers of Halifax-based journalist, including files of *Cities* magazine [multiple media]; 1982–1989. (Vols. 3210–3217; 2.3 m.) Finding aid: file list.

King Family. Papers of the King family of Wellington, Halifax County, municipal politicians; 1807–1983. (Vols. 3188–3193; 86 cm.) Finding aid: file/item list.

Letson, E. Marguerite (1887–1985). Research notes about the families and history of Port Medway, Queens County, and correspondence with her parents and her nephew J.E. Letson. (Vols. 2633–34 and 2760; 33 cm.) Finding aid: file list.

Lotz, Jim (James R.) (1929–). Correspondence, journals, published articles, newspaper articles, manuscript drafts, research notes, and financial records. Also included are various reports on community development, environmental issues, technology, and arts and culture in Nova Scotia (Vols. 3228–3239; 2.74 m.). Finding aid: file list.

MacLellan, Jean (1924–1990). Genealogies of various Pictou County families, research rates, pedigree charts, correspondence, etc.; 1913–1990. (43 cm.) Accessioned.

MacLeod Family. Correspondence of the MacLeod Family of Scotsburn, Pictou County. Also indentures, promissory notes, invoices, accounts, and various student notes and lectures; 1861–1983 (Vols. 2894–2896; 69 cm.) Finding aid: file list.

McIntyre, John D. (1900–1989). Scrapbooks, photographs, clippings and miscellaneous files detailing career as Assistant Director, Nova Scotia Travel Bureau, political activities, and family life; 1941–1984. (93 cm.) Accessioned.

Paige, James Fraser (1873–1942). Personal and family papers, including correspondence, notebooks, certificates, photographs, glass lantern slides, etc., of Pictou County native and mechanical engineer. (2.5 m.) Accessioned.

Piper, Dr. Silas (1786–1840). Day books (1815–1825, 1828–1840) and account books (1815–1822, 1828–1840). (Vols. 2608–2609; 46 cm.) Finding aid: item list.

Rordam, Vita. Letters sent by Hugh MacLennan between 1974 and 1984. (Vol. 1499, file #5; 12 items.) Finding aid: fonds level (access restrictions).

Smith, Preston F. Draft manuscript, Evelyn M. Richardson, "History of Barrington Passage," 1970s[?], 129 pp. Accompanied by 35 copper etchings on wood blocks, made from pen-and-ink sketches of Barrington Passage area, 1973, by John D. Smith (transferred to Photographs/ Documentary Art). Accessioned.

MG 3 — Business

Halifax-Dartmouth Industries Limited (N.B.: See Special Projects report.)

Maritime Life Assurance Company. Records; 1922–1988. (Vols. 6182–6186; 1 m.) Finding aid: container list.

MG 17 — Universities and Colleges

Nova Scotia College of Art and Design. Corporate records, documents, and files; 1931–1989. (23 m.) Accessioned (access restrictions).

MG 20 — Records of Corporate Bodies

Cornerstone Housing Society. Records of cooperative housing organizations in the City of Halifax [text; architectural]; 1969–1989. (Vols. 3188ff.; 9 m.) Accessioned.

Halifax Curling Club. Records; ca. 1876–1985. (Vols 3171–3187; 3.2 m.) Finding aid: file/item list.

Knights of Columbus/Nova Scotia State Convention. Records; 1971–1989. (Vols. 3076, 3077; 40 cm.) Finding aid: file/item list [pending].

"Meals on Wheels" Volunteer Service. Records; 1969–1989. (Vol. 3063; 69 cm.) Finding aid: file list.

Nova Scotia International Tattoo. Records (multiple media); 1979–1990. (Vols. 3057, 3058; 76 cm.) Finding aid: file/item list.

Nova Scotia Lawn Bowls. Records of the Lawn Bowling Association of Nova Scotia and the Nova Scotia Ladies Lawn Bowling Association; 1964–1989. (Vols. 3054–3056; 46 cm.) Finding aid: file list.

Society of Graphic Designers of Canada/Atlantic Chapter. Records; 1980s. (1.3 m.) Multiple media. Accessioned.

Victoria Hall. Records of the Halifax Old Ladies' Home; 1898–1971. (38 cm.) Accessioned.

MG 25 — Union of Nova Scotia Municipalities

Union of Nova Scotia Municipalities. Minutes, briefs, reports, submissions, internal publications, and records of related corporate bodies. (Vol. 118; 9 cm.) Finding aid: file list.

Administrative and operation records; 1974–1987. (5 m.) Accessioned.

MG 50 — Genealogical Manuscripts Collection

Some 90 new item or aggregate acquisitions (Vols. 1–7; 1.4 m.) Finding aid: file lists.

MG 100 — Miscellaneous Manuscripts Collection

Some 170 new item acquisitions (Vols. 92–94, 252; 36 cm.) Finding aid: file lists.

Special Projects

Genealogical Sources County Guide Series

(Coordinator, Julie Morris)

The Nova Scotia Genealogical Sources County Guide Series was created to provide researchers and staff with a definitive guide to sources for regional genealogical research. Each guide is compiled by staff, predominantly from the Manuscripts Division. The series forms an excellent tool for training evening and weekend student assistants in genealogical reference service.

The series eventually will consist of 19 guides: 1 for each of the 18 counties, and 1 for the City of Halifax. The contents of each guide will assist genealogical researchers by providing quick access via a standard list to specific sources available at the Public Archives of Nova Scotia. Within each guide, the list is divided into published and manuscript

sources, followed by a retrieval number. Each guide is less than 20 pages long, with a map of the county (or the City of Halifax) on the cover, and costs $3.50 (including postage and GST).

Four of the guides were published this year: No. 5 — Annapolis County (compiled by Wendy L. Thorpe); No. 6 — Colchester County (by Allan C. Dunlop); No. 7 — Guysborough County (by Philip L. Hartling); and No. 8 — City of Halifax (by Garry Shutlak). Four additional guides were compiled this year: No. 9 — Cumberland County (by Allan C. Dunlop); No. 10 — Hants County (by Wendy L. Thorpe); No. 11 — Queens County (by Julie Morris); and No. 12 — Shelburne County (by Barry Cahill); all of which will be available in the summer of 1991.

A note of appreciation to all of the contributing archivists and to Francine Hannam for producing fine copy for publication.

Halifax-Dartmouth Industries Limited

Supervising Archivist, Barry Cahill

The initial transfer of pre-1985 inactive records of HDIL (Halifax Shipyards Division), including eighty-odd containers of ships' plans and technical drawings, took place in July. This was followed up in October, when an on-site appraisal and selection was carried out over a three-week period by the Supervising Archivist and a temporary Archival Assistant especially hired for the purpose. After the transfer to PANS was completed, the textual and graphic records were sorted, weeded, boxed, and listed. The extent of the holding is 26.7 metres of material, or 116 manuscript boxes, excluding the business ledgers.

Nova Scotia Historical Review

Managing Editor, Barry Cahill
Literary Editor, Lois Kernaghan

Volume 10, Number 1, of the *NSHR*, published in June 1990, was a general issue but carried overflow from the previous December's theme issue on architectural heritage. Volume 10, Number 2, published in December 1990, was a special issue focusing on the history of Cape Breton Island in the eighteenth century. It was guest-edited by A.J.B. Johnston, researcher/writer/editor at Fortress of Louisbourg National Historic Park, and was the largest issue of the *Review* ever published (155 pages). To mark the *Review*'s first decade of publication, the editor

contributed an article entitled *"Nova Scotia Historical Review* Observes Tenth Anniversary" to the Council of Nova Scotia Archives newsletter, No. 12. Although another special interim grant of $10,000 was received from the Department of Tourism and Culture, the future of the *Review* will remain uncertain until such time as its funding becomes an approved 'line item' in the budget of the Department. (Non-renewals continue to be exceeded by new subscriptions.)

MICROFILM UNIT

Rosemary V. Barbour and Linda Cookson

In a practical way, the microfilm section of the Public Archives of Nova Scotia assists the Archives in fulfilling its mandates to preserve and provide access to records of historical import to the province of Nova Scotia. This is achieved through an active program of conservation microfilming and the acquisition of microfilm copies of records held outside of the PANS.

On 1 July 1990, Philip Hartling left the position of Microfilm Archivist to take his appointment in the newly created position of Public Programs Archivist. On the same date, Rosemary Barbour became Microfilm Archivist. Lorraine Hobbs, microfilm camera operator, retired in May 1990 and, although only one camera operator has been on staff since that time, a significant amount of material has been processed.

During the past 12 months, Linda Cookson has filmed 132 reels and Lorraine Hobbs has filmed 2 reels of 100-foot 35 mm. microfilm, 34 per cent (46 reels) of which comprised conservation filming of records held by the PANS and was deemed to be in too fragile a condition for continued use in original form. Seventeen per cent (23 reels) of the reels filmed were of Nova Scotian newspapers, all of which were borrowed for filming at the PANS, which is a designated regional repository for newspapers under the Nova Scotia Newspaper Plan.

In addition to filming done on-site, 93 reels of microfilm and two sheets of microfiche were donated and 187 reels of microfilm were received through the National Archives of Canada Diffusion Program for 1989 (34 reels) and 1990 (153 reels).

The past year has been marked by a concerted move toward the production of a more consistently high quality microfilm, according to accepted international standards. Standard density/resolution targets are now being used and arrangements are being finalized for the pro-

cessing and duplication of microfilm to archival standards by the Provincial Archives of New Brunswick. For approximately six months the PANS had limited access to microfilm processing and duplication. This led to a sizeable backlog in the provision of duplicate microfilm for orders received by the PANS.

Retroactive numbering and reboxing of the microfilm collection has commenced in an attempt to bring the intellectual control of PANS microfilm holdings into line with national descriptive standards, and in preparation for a move towards an expanded open-shelf microfilm service. Microfilm finding aids will be incorporated into the main finding aid system at the PANS and will be accessible by number. A conversion list to assist in the translation of original references is in preparation. As of January 1991, microfilm accessions have been recorded in the main PANS Accession Register, and the Microfilm Accession Register has been closed.

There has been a noticeable increase in requests for interinstitutional loans during the past year. The Microfilm Archivist has processed 63 patron requests for such loans and referred 41 loan requests. Two hundred and forty-four items of correspondence were written; 57 per cent (139) were in response to research enquiries, while 43 per cent (105) concerned some aspect of microfilm administration.

The sale of microfilm (including of newspapers) during the past year will account for a revenue of $17,800, but due to the processing delays mentioned above, prepayments and payments for films received amount to only $6,000. The balance of this revenue is expected in the first quarter of the upcoming fiscal year.

Plans for the Microfilm Unit in the 1991–1992 fiscal year include an assessment of the section's procedures and priorities, with a view to increased efficiency and consistency with procedures of the various PANS divisions.

Material Borrowed for Filming

Davison Family. Family and business papers of Davison shipping and merchant family of Pictou and Wallace; 1810–1931. Micro: Biography: Davison Family; 4 reels. Finding aid: file list.

Flanders Family. Diaries of Lewis Flanders (1825–1878), Massachusetts, and of Lewis Talbot Flanders (1888–1966), Massachusetts, and Hants County; 1845–1963. Micro: Biography: Flanders Family; accessioned.

Harris Family. Broadsheets issued by the Sheriff of Pictou County and collected by William Henry Harris (1881–1965); 1874–1909. Micro: Biography: Harris Family; 2 reels. Finding aid: item list.

Taylor, Wentworth and Charles. Accounts kept for the residents of Saint Mary's River Township and the town of Guysborough by Wentworth and Charles Taylor; 1820–1881. Micro: Biography: Taylor, Wentworth and Charles; 1 reel. Finding aid: fonds level report.

Aylesford Pastoral Charge. Baptisms, marriages, burials, registers of members, minutes, and historical notes concerning Aylesford and Nicholsville Methodist circuits and Aylesford Pastoral Charge; 1829–1981. Accessioned.

Barney's River–Marshy Hope Presbyterian Church. Baptisms, marriages, burials, communion rolls, minutes; 1802–1986. Micro: Churches: Barney's River-Marshy Hope Pastoral Charge; 2 reels. Finding aid: file list.

Coldstream Pastoral Charge. Minutes; 1917–1938. Micro: Churches: Coldstream Pastoral Charge; 4 reels. Finding aid: file list.

Knox Presbyterian Church, Halifax. Baptisms, marriages, minutes; 1928–1990. Micro: Churches: Halifax: Knox Presbyterian Church; 4 reels. Finding aid: file list.

Indian Harbour [Anglican] Parish. Baptisms, marriages, burials, and confirmations; 1896–1990. Micro: Churches: Indian Harbour Parish; 1 reel. Finding aid: file list.

New Annan–Wentworth Pastoral Charge. Minutes and financial records; 1939–1974. Micro: Churches: New Annan–Wentworth Pastoral Charge; 1 reel. Finding aid: file list.

Trinity Anglican Church, Halifax. Baptisms, marriages, burials, confirmations; 1893–1990. Micro: Churches: Halifax: Trinity Anglican Church; 1 reel. Finding aid: file list.

Trinity United Church, New Glasgow. Baptisms, marriages, burials, and minutes; 1888–1989. Micro: Churches: New Glasgow: Trinity United Church; 2 reels. Finding aid: file list.

Onslow-Belmont Pastoral Charge. Baptisms, marriages, burials, minutes, and accounts for Onslow-Londonderry Methodist circuit, Onslow

Presbyterian Church, North River Presbyterian Church and Onslow-Belmont Pastoral Charge; 1850–1982. Micro: Churches: Onslow-Belmont Pastoral Charge; 3 reels. Finding aid: file list.

Presbytery of Pictou. Presbytery minute-books, minutes of Young Peoples' Union of Pictou Presbytery, communion roll for Chalmers Church, Lochaber, and Session minutes for Union Centre and Chalmers Churches; 1784–1989. Micro: Churches: Presbyterian: Presbytery of Pictou; 4 reels. Finding aid: file list.

Saint Andrew's Presbyterian Church, Pictou. Baptisms, marriages, burials, and minutes; 1849–1983. Accessioned.

Port Mouton Pastoral Charge. Baptisms, marriages, burials, minutes, and accounts for Port Mouton Methodist circuit and Port Mouton Pastoral Charge; 1859–1985. Micro: Churches: Port Mouton Pastoral Charge; 4 reels. Finding aid: file list.

Port Hillford Baptist Church, Port Hillford. Minutes, registers of members; 1846–1981. Micro: Churches: Port Hillford: Port Hillford Baptist Church; 1 reel. Finding aid: file list.

Three Rivers Pastoral Charge. Minutes and accounts for Bear River Methodist circuit, Bear River Pastoral Charge, and Three Rivers Pastoral Charge; 1899–1973. Micro: Churches: Three Rivers Pastoral Charge; 2 reels. Finding aid: file list.

Canadian Lebanon Society of Halifax. Act of Incorporation, by-laws, and minutes; 1938–1987. Accessioned.

Clan MacQuarry Association of the Atlantic Provinces. Genealogical and historical material concerning the Quarrie/MacQuarrie family; 1957–1989. Micro: Miscellaneous "S": Societies: Clan MacQuarry Association of the Atlantic Provinces; 1 reel. Finding aid: file list.

Good Will Club of Barrington. Minute-books and membership rolls; 1902–1957. Micro: Miscellaneous "S": Societies: Good Will Club of Barrington; 1 reel. Finding aid: file list.

Grand Orange Lodge of Nova Scotia. Whitman Loyal Orange Lodge No. 1565 [Advocate Harbour]. Minutes and miscellaneous papers; 1907–1954. Micro: Miscellaneous "S": Societies: Provincial Grand Orange Lodge of Nova Scotia: Whitman Loyal Orange Lodge No. 1565 (Advocate Harbour, N. S.); 1 reel. Finding aid: file list.

Black's Lodge, Bangs Falls. Minutes, log and floor plan; 1915–1934. Micro: Places: Bangs Falls: Black's Lodge; 1 reel. Finding aid: file list.

Cruikshank's Halifax Funeral Home. Burial registers; 1905–1966. Micro: Places: Halifax: Cruikshank's Halifax Funeral Home; 3 reels. Finding aid: file list.

Town of New Glasgow. Town Council minutes; 1876–1954. Micro: Places: New Glasgow: Town Council Minutes; 12 reels. Finding aid: file list.

Town of New Glasgow. School Board minutes; 1925–1943. Micro: Places: New Glasgow: School Board Minutes; 3 reels. Finding aid: file list.

Uniacke and District Volunteer Fire Department. Constitution and by-laws, minutes, attendance records, call books, accounts, applications for membership, visitors book; 1948–1989. Micro: Places: Uniacke and District Volunteer Fire Department; 2 reels. Finding aid: file list.

Newspapers Microfilmed

Canso Breeze 1946–1949; 1 reel.

Cape Breton — Miscellaneous County Newspapers; 1 reel.

Cape Sable Advertiser 1886–1889; 1 reel.

Colchester County Miscellaneous Newspapers; 1 reel.

Inverness County Bulletin 1927; 1 reel.

Maritime Sentinel, Amherst, 1880–1890; 1 reel.

Pictou County Miscellaneous Newspapers; 1 reel.

Springhill Record, 23 October 1944 to 30 December 1948; 4 reels.

Victoria-Inverness Bulletin 1928–1950; 14 reels.

PANS Holdings Microfilmed

MG 1, Vol. 328, Part 1. "The Gillmore Saga"; documents and maps relating to the career of Rev. George Gillmore (1720–1811), compiled by Sidvin Frank Tucker; 1 reel. Finding aid: fonds level report.

MG 9, Vol. 31. Scrapbook compiled by Rev. George Patterson (1824–1897), concerning early Presbyterian ministers in Nova Scotia; 1 reel. Finding aid: item list.

MG 12, Vol. 6. Miscellaneous records and papers concerning the armed forces of Great Britain stationed in Nova Scotia, 1776–1907; 1 reel. Finding aid: item list.

MG 100, Vols. 171–198. Miscellaneous Manuscripts Collection, comprising files Kane, H. W. to Notman, W.; 16 reels. Finding aid: file lists.

RG 1, Vol. 396B. Letter-books of the Surveyor General of Nova Scotia, 1800–1826; 1 reel. Finding aid: series level content report.

RG 31-102, Vols. 1–10. Collector of Colonial Duties, 1833–1853; 9 reels. Finding aid: file list.

RG 35-102, Series 18B, Vols. 1–6. Halifax City (Rockhead) Prison registers, 1854–1957; 6 reels. Finding aid: file list.

Halifax City Directory, 1869–1900, 1903–1929; 19 reels.

PANS Library holdings.

Nova Scotia Department of Trade and Industry Directory, 1947; 1 reel. PANS Library holding.

Report of the 12th Convention of the Provincial Education Association, 1896; 1 reel. PANS Library holding.

Halifax Ladies College and Conservatory of Music (Calendar), 1888–1898; 1 reel. PANS Library holding.

Settlers of Nova Scotia, by V. Clarke (National Historic Sites Service Report); 1 reel. PANS Library holding.

Microforms Received as Gifts or through the National Archives of Canada Diffusion Program

Canada: Army Book. Records of marriages, births, transfers, discharges, desertions, and deaths of non-commissioned officers of the Royal Canadian Artillery stationed at Kingston, 1870–1915; 4 reels. Accessioned.

Canada: Department of Indian Affairs School Files. Files concerning Shubenacadie Residential School, 1880–1952; 4 reels. Accessioned.

Carney Family. Genealogical notes concerning the Carney (Kearney) Family of Ireland and Yarmouth County; compiled 1990. Microfiche: Biography: Carney Family Genealogy; 2 fiche. Finding aid: fonds level description.

Corporation of the Seven Wardens, Camp Number 7 of the Ritual of the Calling of an Engineer. Records, 1966–1989; 1 reel. Accessioned.

France: Hospices et Secours (Archives nationales, Section moderne, Série F15). Documents concerning North American French repatriated to France, transcriptions, 1763–1797; 1 reel. Accessioned.

Great Britain. Admiralty Records (Adm 1, Vols. 505-517: Admirals' Despatches). North America and Halifax, 1814–1830; 8 reels. Accessioned.

Great Britain. Colonial Office Records (C.O. 384: Emigration: Original Correspondence). Nominal index to passenger lists, 1817–1850; 1 reel. Accessioned.

Great Britain. Colonial Office Records (C.O. 327; C.O. 386; C.O. 428: Emigration Correspondence). Indices to Colonial Office Emigration Correspondence, C.O. 327/1–2, 1856–1863; C.O. 386/153, 1848 and C.O. 428/12, 1887–1889; 1 reel. Accessioned.

Great Britain. Colonial Office Records (C.O. 714/53: Index to Emigration Correspondence). 1850–1887; 1 reel. Accessioned.

Great Britain. Colonial Office Records (C.O. 714/123–126: Index to Governor's Correspondence, Nova Scotia and Cape Breton). 1815–1866; 1 reel. Accessioned.

Great Britain. Treasury — London (T. 1: Treasury Board Records). Miscellaneous accounts and registers, most relating to Newfoundland, Nova Scotia, and New England, 1689–1708; 1 reel. Accessioned.

Great Britain. Treasury — London (T. 38, 46, 47 and 64). Miscellaneous accounts and registers, including emigration lists and references to victualling lists for Halifax, 1763–1788; 1 reel. Accessioned.

Great Britain. War Office Records (W.O. 1, Vols. 1–13: North America In-Letters). 1756–1783; 8 reels. Accessioned.

Great Britain. War Office Records (W.O. 1, Vols. 14–18: North America In-Letters). 1792–1800; 1 reel. Accessioned.

Great Britain. War Office Records (W.O. 28, Vols. 2–10: Headquarters Records). 1775–1805. Micro: Places: Great Britain: War Office 28, Vols. 2–10, 7 reels. Finding aid: file list.

Great Britain. War Office Records (W.O. 55: Ordnance Office Miscellanea). Reports on lands and buildings owned or hired by Ordnance, including for Halifax, 1746–1851; 1 reel. Accessioned.

Great Britain. War Office Records (W.O. 55: Ordnance Office Miscellanea). Extracts from reports on Ordnance lands, rents, and buildings in British Colonies, including Halifax, 1770–1860; 2 reels. Accessioned.

Great Britain. War Office Records (W.O. 55: Ordnance Office Miscellanea). Artillery letters and store ledgers for inter alia Halifax, Louisbourg, and Annapolis Royal, 1714–1851; 2 reels. Accessioned.

Great Britain. War Office Records (W.O. 97: Royal Hospital, Chelsea, Soldier's Documents). 1760–1854; 117 reels. Accessioned.

Saint Martinville and Pointe Coupee Parish, Louisiana. Registers of baptisms, marriages and burials, 1756–1794; 1 reel. Accessioned.

Kings County Register of Deeds. Deeds and indices, 1843–1909; 32 reels. Accessioned.

Kings County Court of Probate. Books of acts, administrative files, and testamentary files and indices, 1785–1925; 51 reels. Accessioned.

Nova Scotia Teachers' College. Student records, 1872–1969; 9 reels. Accessioned.

Robin, Charles. Journal, 1767–1774; 1 reel. Accessioned.

PUBLIC RECORDS DIVISION

Kent Haworth, Georges Dupuis,
John MacLeod, Tina Parsons,
Wendy L. Thorpe

The Public Records Division is responsible for the appraisal, acquisition, arrangement, description, conservation and use of government records possessing archival value. 1990–91 saw the Division undertake a review of several of these functions in order to improve its service to its users and to become more efficient in the processing of the growing volume of government records being transferred through the records management process.

Appraisal

The division continued to refine its appraisal procedures in order to be more effective and efficient in ensuring that government records having archival value are preserved. Appraisal recommendations have been broadened beyond recommendations to destroy, to include recommendations for retention (thus obviating the need to re-appraise the same series when another accrual is transferred to the archives) and recommendations for the de-accessioning of records that were not appraised in the past.

The application of more rigorous appraisal standards has meant more effective use of available shelf space. Nevertheless, additional space will be required as increasing numbers of government departments act on their approved records retention schedules.

School Records

A re-appraisal of the division's acquisition of school attendance registers and high school transcripts, in consultation with the Department of Education, has resulted in the division ceasing to acquire high school transcripts and to cease the further acquisition of attendance registers generated after 1950. From this date the Registrar of Vital Statistics maintained comprehensive registrations of births, deaths, and marriages, thereby obviating the need to retain school attendance registers for this purpose. The number of searches of school records, primarily for the purposes of delayed or amended birth registrations, totalled 471. The amount of time spent on this function has been reduced substantially, thereby allowing more time to be spent on improving physical and intellectual control over increasing quantities of records being transferred to the division.

Acquisitions/Accessioning

The division received a total of 87 accessions in the reporting period which consumed 211.82 linear shelf metres. This figure does not measure the quantity of material appraised and not selected for retention. Generally speaking, the time spent appraising records for destruction is double the time spent selecting records for retention. The 1,524 additional linear shelf metres (5,000 linear feet) purchased in 1987 for the fourth floor vault is now fully occupied. A list of accessions received in this report period is attached.

Arrangement/Description

John MacLeod and Kent Haworth undertook a review of the descriptive practices of the division and made several recommendations to improve the way descriptions of our holdings are presented to our users. The report was adopted by the division and endorsed by the Descriptive Standards Coordinating Committee. The division will move from the Record Group system to an Inventory system which will enable more accurate descriptions of individual record creators at the same time that it will allow the division's archivists to make more records available in a shorter period of time. In conjunction with the development of descriptive standards at the national level the division has adopted Rules for Archival Description, which it will follow in producing Inventory descriptions.

The division was again fortunate in receiving an Arrangement and Description Backlog Reduction grant from the Canadian Council of Archives. This grant enabled the arrangement and description of the municipal records of the Towns of Mulgrave and Parrsboro.

The division was able to input into its database management programme lists of its voluminous holdings of school census records and assessment records allowing improved access to these frequently consulted records.

The division assumed responsibility for the arrangement and description of the Oversize Collection. Additions to the collection will be produced annually.

Conservation

The division places a high priority on its responsibility to ensure the preservation of government records entrusted to its care. To this end the division is collaborating with the Manuscript Division to schedule records

for microfilming. The division has recommended the development of microfilm policies and procedures for the conservation microfilming of government records that adhere to national and international standards for archival quality microfilming.

Records Management Advisory Services

The division continues to provide advice and assistance to departments that are developing their retention schedules or that require information from the division about the services we provide. Departments for whom such services were provided during the year include: Department of Education, Department of Lands and Forests, Department of Municipal Affairs, Department of Housing, Solicitor General's Department, Department of Advanced Education and Job Training, and Department of Community Services.

With the appointment of a new Provincial Records Manager commencing 8 April 1991 the division looks forward to working cooperatively in furthering the development of this program.

Within the Archives itself, a project to develop a records file classification system based on the provincial government's file classification plan was embarked upon with the approval of the Provincial Archivist. The Administrative Officer will be responsible for the management of records created, accumulated, and used by the Archives; the Public Records Division will assist in the preparation of the file plan and records retention schedule that ensures that PANS' own records of archival value are retained for future research use.

Staffing

The division saw several staffing shifts during the course of the year. Kent Haworth was appointed Acting Head in September, when Sandra Haycock became Special Projects Archivist. Georges Dupuis was seconded from the Library to assume the position of Archival Assistant. Position descriptions and work plans for all positions in the division were reviewed and revised to reflect these changes.

Selected Accessions

Access to the following selected list of accessions may be governed by certain restrictions. Consult the relevant finding aid for details.

1990-144 — Nova Scotia Teachers College. Student records, minute books, financial records, 1854–1969 (2.25 m.).

RG 25 — Department of Health and Fitness. Administrative files of the Health Care Institutions division, 1955–1985 (37 m.).

RG 59 — Department of Housing. Architectural plans for senior citizens housing projects. 1971–1980 (5.07 m.).

RG 38 and 39 — Supreme and County Court (Yarmouth County). Court files. 1949–1964 (2.7 m.).

RG 10. Department of Attorney General. Prothonotary Court (Kentville). Court records, 1965–1970 (1.2 m.).

RG 66 — Department of Tourism. Administrative files, 1968–1981. (11 m.)

LIBRARY

Gwen Whitford, Rebecca Arsenault, Lillian Leonard, Anjali Vohra

This was a year of many internal changes and activities in the Library. Some new staff members replaced others who had temporarily taken up different challenges. Other casual staff members completed important projects that enhanced the quality and accessibility of the Library Collection. Some of these projects are still in progress. The ultimate goal of these projects is to improve services for our patrons.

In April, Library Assistant Georges Dupuis was seconded to the Public Records Division for a nine month period. He was replaced by Rebecca Arsenault, a part-time student in the School of Library and Information Studies at Dalhousie University. Subsequently, both contracts were renewed for another six months as of the end of January, with an extension to the end of August 1991. Ms. Arsenault has assumed the role of Reference Assistant, and spends 80 per cent of her time working with the public. She has devised a system for scheduling staff time at the Public Service Desk, and prepares and records the progress of projects for part-time staff.

Newspaper Specialist Anjali Vohra took a leave of absence from July to November. She worked on a contract with the Planning Committee on Descriptive Standards of the Bureau of Canadian Archivists. She was replaced at this time by Barbara Bachrach Taylor, a recent graduate of the Library Technician Program at the Nova Scotia Community College's Halifax campus. Ms. Bachrach Taylor cardexed newspapers, catalogued a backlog of over 100 periodicals, and classified approximately 150 of the Parks Canada National Historic Sites Atlantic Series, so that patrons can now easily access this important material by author, title, and sub-

ject. She also assisted patrons at the reference desk, as required. The Librarian assumed responsibility for newspaper microfilming projects in cooperation with the Microfilm Archivist, who also assisted with Interlibrary Loans and enquiries for purchase of newspaper microfilms.

In September, Carole David, a student in the Library Technician Program at the Nova Scotia Community College's Halifax campus, completed her work experience in the Library. She catalogued a large number of materials in the two week period, particularly those in the French language.

During the summer, Library/Archival Assistant Milly Riley was hired to provide reference assistance in the Library for half of the regular work week; she worked on the third floor for the rest of the time. Her familiarity with the materials helped us through a very busy season, and her knowledge and skills were invaluable when regular staff were on vacation.

As the Name Authority Pilot Project for the Descriptive Standards Coordinating Committee was completed at the end of the last fiscal year, it was deemed important to review the accuracy of the Library's headings against the newly approved name authorities. Since we have made all the names cited in the Pilot Project and their cross references accurate and consistent in the card catalogue, our patrons will now be able to locate materials with much greater ease and accuracy. Ms. Riley was hired on a temporary basis to undertake this onerous task, and her eye for detail and precision will benefit all of our patrons who use the card catalogue. She completed the project during the autumn.

Library Clerk Lillian Leonard was extremely helpful in retyping the new subject cards. She has processed several hundred so far, and it should be mentioned that she typed innumerable name authority cross reference cards which are now in the catalogue. She has also spent considerable time tracking down provincial government publications that were not received during the past year. The Public Archives Library is a full depository for these materials.

In January, first year Library School students Eve Williams, Gillian Bond, Kimberlee Adams, and Blane d'Entremont began a Systems Analysis Project on Reference Services in the Library. As the project nears completion, it is hoped that some of the students' suggestions for improvement will be of assistance to the Public Service Committee.

With the sponsorship of the Royal Nova Scotia Historical Society, Sandra Barry, Carl Getto, and Katherine Scott were hired through an

Employment and Immigration Canada Job Creation Program to undertake an inventory and "mini-conservation" project of the Library's holdings. This six month project began on 4 March and will finish on 30 August 1991. A thorough examination of this material had not been completed for several years. This project will assist with the preservation and identification of materials that are in poor condition, with a view to better conserving the collection for the future.

Last year's major acquisition, the Cox Collection, carried over into this fiscal year. Some additional materials were donated by Mrs. Isabel Baker, daughter of Dr. George Hastings Cox, in May. The collection was then listed by part-time worker Sandra Barry, and was typed by Francine Hannam. It is a 500-volume collection of Nova Scotiana, in the form of books, periodicals, pamphlets, newspapers, and offprints. Approximately 15 per cent of the material is new to the collection. Some of the items are rare, and all are in good condition. It is hoped that we will be able to make this material available for public use in the near future.

At the end of this fiscal year, revisions to the Library's Collection Policy are under way. This is an attempt to streamline the kinds of material that we are collecting, in order to avoid duplication with other research institutions that retain certain Nova Scotian subject matter on a permanent basis. With reduced budgets apparent in every library, we have agreed with each other to "share" our resources as much as possible.

Because of a number of recurrent thefts from the "New Acquisitions Shelf," it has become necessary to no longer display recently catalogued materials. In their place is a binder with photocopies of the title pages of recently acquired materials. High demand, popular, or controversial books are catalogued by the Librarian as soon as they are received, with the assistance of Library Clerk Lillian Leonard.

STATISTICS

Acquisitions	**1990–91**	**1989–90***
Monographs	1,363	1,239
Periodicals	2,144	2,693
Annuals	385	464
Microfilms	2	20
Microfiches	62	362
Total	3,988	4,778
Materials catalogued	1,362	1,748

*1989–90 was a 15-month period; 1990–91 was a 12-month period.

NEWSPAPER SECTION
Anjali Vohra

The collection and preservation of Nova Scotia newspapers continues to be the main objective in the Newspaper Section.

In April 1990, the newspaper camera operator for the past seven years, Lorraine Hobbs, retired. Because this position could not be filled due to budgetary restraints, in-house microfilming was restricted to material which was brought in on loan. Consequently, only two collections were microfilmed during the year: the *Victoria-Inverness Bulletin*, 1926–1950, which was loaned to PANS by the National Library in 1989; and the *Cape Sable Advertiser* 1886–1889 which was loaned by the Cape Sable Historical Society.

The Newspaper Section updated its microfilm holdings for Inverness County by purchasing 12 reels of the *Oran*, 1979–1988, and 7 reels of the *Scotia Sun* 1980–88 from the Beaton Institute.

This year, several requests were made by other institutions and individuals for microfilms of Nova Scotia newspapers. As a result, microfilm sales generated a total of $16,192.96.

Nova Scotia Newspapers: A Directory and Union List 1752–1988 was published by the Dalhousie School of Library and Information Studies in November 1990. The Nova Scotia Newspaper Network plans to create forms for updating the Directory and Union List, and will determine when a supplement or revised edition should be produced. The microfilming of existing holdings for preservation purposes is considered to be a priority among members of the Network, who hope to compile a list of holdings from repositories that need to have items filmed. They will then investigate avenues of funding to initiate this project.

Statistics For 1990–91

Newspapers received

Daily	7
Monthly	29
Weekly	34
Others	21
Total	91

Microfilms received

Purchases and exchanges	132
Microfilmed in-house	35
Total microfilms received 1 Apr. 1990–31 March 1991	167

PHOTOGRAPHS AND DOCUMENTARY ART DIVISION

Margaret Campbell, Eric Boutilier-Brown, Gail Judge

The past year has been one of limited progress in the division. The notable progress in backlog reduction recorded in our report for the year ending 31 March 1990 did not continue, as Rosemary Barbour, the contract archival assistant shared with the Map/Architecture Division, resigned effective 30 June 1990 and was not replaced. The photo lab operated on a somewhat reduced basis, operating half-time throughout the year, whereas previously it had operated full-time for 16 weeks during the summer and half-time the remainder of the year. However, six years after the photo lab began its operation, the position of photo technician was placed on a permanent, albeit still half-time, basis.

Division Head Margaret Campbell remained active in the area of descriptive standards. She continued as a member of the in-house Descriptive Standards Coordinating Committee. On the national level she continued as one of three members of the Bureau of Canadian Archivists' Graphic Materials Working Group. The group met in Ottawa three times during the past year and has produced a draft report on description of graphic materials for distribution and comment from the national archival community.

Principal Acquisitions and Finding Aids

Campbell, R.H. (1916–1983). Accession no. 1991-130
Black and white photographic negatives by R. H. Campbell of school and community events, waterfront activities, and other views of Lunenburg, and of Nova Scotia Department of Lands and Forests summer surveys: 1941–1967. Three albums of black and white photographs of tombstones extant in Lunenburg cemeteries in 1979–1980, which dated from 1867 and earlier; ca. 5,000 items. (For negatives of the cemetery photographs see accession no. 1981-477.)

Peck, R.M. (1915–). Accession no. 1990-163
Black and white photographic negatives of buildings erected 1760–1825 in Kings, Hants, and Annapolis Counties, taken 1940–1941 by R. M. Peck to accompany his measured drawings of those buildings. Black and white and coloured photographs taken or commissioned by Peck to document buildings designed by him, 1949–1985; 338 items. (Series description and file list prepared; see Map/Architecture Division for related architectural plans.)

Tantramar Air Services. Accession no. 1990-390
Black and white aerial photographs taken 1948–1950 by Tantramar Air Services, Amherst. Photographs are mainly of the Amherst, Nova Scotia-Sackville, New Brunswick area, as well as airplanes, airfields, and air shows at various Nova Scotia and New Brunswick locations. Logbook of Tantramar Air Services, 1947–1950, accompanies the photographs; 325 items. Inventory and file list prepared.

Wyman, Robert (d. 1986). Accession no. 1991-127
Snapshots by William Carty of V. E. Day celebrations and riots in Halifax, May 1945; 23 items.

Zwicker, Gerald (1913[?]–1990). Accession no. 1991-129
Black and white snapshots taken mainly by Gerald Zwicker while a hired hand at the Verge family farm at Barss Corners, 1935–1936. Subjects include the farmhouse and buildings, livestock, and farm activities; 59 items.

Special Project

An item-level listing of our holdings of 16,000 Notman Studio proof prints was prepared by Laurie Beaudin under the Provincial Employment Program during the summer of 1990. The prints were stored and listed in their original numerical order. At present the listing does not allow access by individual name, since, lacking a computer, it is far beyond the division's resources to provide manual access to such a large body of names.

Photo Lab

The Photo Technician, Eric Boutilier-Brown, did a substantial amount of copy work for conservation reasons. This resulted in 4 X 5 copy negatives and reference prints of 176 original photographic prints, film positives, and duplicate negatives of 38 original nitrate and glass negatives and

1,133 reference prints from original negatives. Forty-two photographs were borrowed through the Historical Restoration Society of Annapolis County and copies were supplied to them for display purposes. One hundred photographs were copied for exhibition and slide presentations by staff members. The technician filled 126 public orders for reproductions, producing 138 4 X 5 copy negatives, 462 copy prints and 74 35 mm. slides.

Staff assisted 619 visitors to the division and responded to 140 letters and over 600 phone calls. They made arrangements to send 72 reproduction orders to Castle Photographic Services, who produced copies of 275 items.

Reproduction Services

During the year the division processed 38 orders for large format or colour photocopying and 16 photographic orders for off-site reproduction.

MAP/ARCHITECTURE DIVISION

Garry D. Shutlak, Gail Judge

1990 was a year of retrenchment for the division. Rosemary Barbour, a contract employee working as an archival assistant, resigned to take up a permanent position and was not replaced. Due to space limitations we moved 12 map cases into an area of the reading room thus creating auxiliary storage. Further alterations to the vault are required before it can be used as a sorting and cataloguing area.

Major Acquisitions

H.D.I.L. Accession no. 1990-215
Large collection of ships' plans of fishing, merchant, and naval vessels, 1920s–1960s. A partial inventory at the file and item level accompanied the material.

Murray, Jon. Accession no. 1990-177
Drawings and plans of buildings proposed or designed, n.d., 1972–1982 by Halifax architect John Murray. File inventory prepared.

Peck, R.M. Accession no. 1990-163
Plans and drawings of buildings designed 1934–1985 by Wolfville architect, R. M. Peck.

We also collected a variety of individual maps, drawings and sets of plans by purchase, transfer, or donation.

Finding Aids

During the past year Gail Judge, the shared clerk/typist, added 449 typewritten file level description sheets to the architectural finding aids and typed 1,310 cards for the cardex for maps and architectural plans.

Statistics
1 April 1990–31 March 1991

	1990	1989	1988
Telephone Inquiries	773	889	821
Written Inquires	109	182	168
Maps Cleaned & Encapsulated	280	290	—
Maps Catalogued	129	423	—
Architectural Projects Catalogued	157	672	—

FILM AND SOUND DIVISION

JoAnn Watson, Margaret McBride

During the past year development of standards governing the acquisition, appraisal, and description of sound and moving image material has been the focus of activity within this division. Acquisition criteria and appraical guidelines for broadcast media are in the developmental stages, and staff feel that deliberations in this area have contributed to increased understanding and control of these activities.

Description and access to the division's holdings are provided, initially, at the most general (fonds) level. Work then progresses to more specific levels, usually "series" and "item" descriptions. Although the current archival descriptive trend discourages item level description before more general description, we recognize the need for such when describing and providing access to sound and moving image materials. Once descriptions of archival material have been completed they are entered onto the division's computer database by archival staff. Although this additional duty adds a laborious, time-consuming element to the daily work-load, the lack of divisional clerical support necessitates the performance of this work by archival staff.

In the area of public service, staff has observed an increase in the complexity of researcher inquiries. Staff spend an increasing amount of

time providing reference services, guiding patrons through the collection, filling their requests, and monitoring the use of equipment. In addition, with the October resignation of Katherine Scott, CBC Project worker, regular archival staff have taken over the provision of reference to the CBC Radio and Television Collections.

Principal Accessions and Processing

Royal Commission on the Donald Marshall, Jr., Prosecution. Videotaped proceedings of the Commission hearings held in Sydney and Halifax in 1987 and 1988 (510 videocassettes; ca. 510 hours). Fonds and file level descriptions complete; computer entry complete.

CBC Radio Collection. Regular annual shipment of material produced in Halifax for broadcast regionally and nationally (301 sound tape reels; ca. 292 hours). Series descriptions and item lists complete; computer input in progress.

CBC Television Collection. Regular annual shipment of material produced in Halifax for regional broadcast (230 videocassettes; ca. 136 hours). Series and item level descriptions complete; computer input complete.

Charles Balish Fonds. Films taken by Mr. Balish of Lockeport and surrounding area between 1938 and 1978 (11 films; ca. 3 hours). Fonds and item level descriptions complete; computer entry complete.

Nova Scotia Department of Education Educational Media Services. Field tapes created by Educational Media Services for use in their productions (37 videocassettes; ca. 13 hours). Donor list used for access at this time.

Royal Commission on Health Care. Sound recordings of submissions made during the public hearing phase of the Commission, 21 April to 14 June 1988 (300 audiocassettes; ca. 443 hours). Fonds level description and file list complete. Computer entry complete.

Sisters of St. Martha Collection. Regular and super 8 mm. and 16 mm. films depicting the working lives of the Sisters and the various institutions/schools run by their order between ca. 1950 and ca. 1980 (30 films; ca. 4 hours). Fonds level description complete.

Atlantic Film Festival Collection. A portion of the works submitted by Maritime film and video producers and artists to the 1990 Festival (29 videocassettes; ca. 8 hours). Description and access incomplete.

Statistics
[1 January 1989-31 March 1990]

Acquisitions	
Accessions	41
Audiotapes	654
Audiodiscs	2
Videotapes	844
Films	70
Support documentation	252 pages
Use Statistics	
Researchers	184
Requests filled	
Audio	193
Video	48
Film	208
Miscellaneous	1455
Copies made	
Audio	36
Video	14
Audio-visual equipment was supplied for events in the Akins Room	76 requests

Production Use

The Film and Sound Division supplied sound and moving images to a variety of local producers and broadcast agencies during the course of the past year. Sylvia Hamilton's (NFB) film on racism in Nova Scotia has relied heavily on our holdings during the research stage. Sheilagh MacKenzie (NFB) was able to make use of archival footage for her film on Africville. Local independent producer, John Versteege (Global Video Inc.) took footage from the MacAskill Collection and the *Film Unit Collection* of the Nova Scotia Department of Government Services Information Division, for his video on Peggy's Cove.

As usual the CHNS and Creighton Collections were well-used favourites among the general public for both historic and nostalgic purposes. MITV and ATV drew upon our resources, as did CBC. The CBC anniversary celebrations of radio's "Information Morning" and TV's "Land and Sea" in particular required extensive use of retrospective program material and support documentation in preparation for these specials to come to air.

Special Projects

CBC Project

The Public Archives of Nova Scotia received $20,000 from the National Archives of Canada to "select, preserve, catalogue and make available for research 350 audiotapes of CBC Radio programming, and to continue the acquisition of Television material on a series-by-series basis." Katherine Scott was hired 1 April to perform these duties. During Ms. Scott's six month period of employment the terms of the contract were met. In addition, descriptions for the 148 radio series in our holdings were completed and they, along with 108 television series descriptions, were added to the division's database.

Motion Picture Heritage Fund of Nova Scotia (MPHFNS)

The MPHFNS is in its sixth year of existence. Committee members include: Gordon Parsons (Wormwood's Theatre), Chair; JoAnn Watson (Film and Sound Archivist), Secretary Treasurer; Carman Carroll (Provincial Archivist); Doug Kirby (CBC); Ned Norwood (Nova Scotia Deptartment of Government Services); Bernie Hart (Nova Scotia Department of Education, Educational Media Services); Heather Levesque (Atlantic Filmmakers Cooperative); Bonnie Baker (Atlantic Independent Media); Professor Anthony MacKenzie (PANS Board of Trustees) and Neils Jannasch (member at large).

The committee approved funds for two projects this year: (1) the loading of all item level descriptions of CBC Television material onto the Nova Scotia Filmography database, and (2) the hiring of Angela Baker to technically inspect and describe the material in the Thomas J. Courtney and G. Hedley Doty Collections.

Nova Scotia Filmography

The computer input of information assembled during research for the Nova Scotia Filmography (1899 to 1973) is complete. Proof-reading of the database has begun, as has experimentation with indexing possibilities.

PUBLIC SERVICE COMMITTEE

Allan C. Dunlop, Chair; Rosemary Barbour, Margaret McBride, John MacLeod

In response to thefts of index cards which occurred in the summer/fall of 1990 and a need to study public service delivery, a Public Service Committee (PSC) was formed in October 1990 to review all aspects of public service and to recommend proposals for a more efficient and effective public service. Since its creation the PSC has interviewed all staff; corresponded with other archives across the country with particular reference to security; developed and carried out in-house surveys and submitted for the consideration of management various suggestions concerning registration and reference services. As well, the PSC is attempting to develop a series of "Regulations for Researchers" and a new brochure to supply basic divisional information to prospective users.

Progress to date has been frustratingly slow since few decisions or recommendations can be made in isolation. However, consensus is developing in some areas and these elements are being placed before our management committee for decisions.

PUBLIC PROGRAMS

Philip Hartling

During the past fiscal year, Philip Hartling was Microfilm Archivist from April to June 1990, and thereafter he assumed his new responsibilities as Public Programs Archivist. The latter position involves coordinating exhibitions in the Chase Exhibition Room and first floor lobby; liaison with the media; developing the Archives tour program; and speaking and giving tours and orientation sessions to such groups as university and grade school students, genealogists, and general interest groups.

Considerable time was spent organizing and mounting in-house displays and exhibits, as well as coordinating displays that were mounted by outside organizations and travelling exhibitions. (See Appendix "A" for specific exhibitions and displays.)

In November 1990, Hartling became a member of the Black History Month Committee. The Archives' contribution to this Month was a display entitled "Halifax's African School, 1836 to ca. 1858." The Archives received significant attention via the display. The Committee printed 1,200 posters which were placed around Nova Scotia, although most were concentrated in the metro area. The Archives is mentioned in three

locations on this poster. Approximately 40 kits were distributed to the media; each kit included the Archives flyer and information on the display. Information was mailed to *The Daily News*, *Metro Telecaster*, and the "What's Happening?" section of *The Chronicle-Herald* and *The Mail-Star*. A reporter for the latter newspapers wrote an article, and Hartling was interviewed on CBC's "Mainstreet" regarding the school.

During the fiscal year 1990–91, 52 groups toured the Public Archives, an increase of 20 tours over the previous fiscal year. The Public Programs Archivist gave 36 tours while in 39 instances fellow archivists either gave tours or assisted Hartling with his tours. Approximately 1,100 individuals toured the building. The groups were diverse and included four elementary, eleven junior high, two high schools, and eleven university classes; two Department of Lands and Forests groups; three senior citizens groups; three groups from other institutions; and sixteen general interest groups. Each tour requires a minimum of 60 minutes. Display items were selected to reflect the visitors' academic level, research topics or interests, and available community records.

Questionnaires were mailed to teachers and to tour leaders who brought groups to PANS from September 1989 to August 1990. Their relevant comments assisted the Public Programs Archivist when he wrote *"A Traditional Feature Of Our Work: Describing and Explaining the Public Archives of Nova Scotia to School, University, and General Interest Groups."* The guidelines and text will standardize PANS tours.

A genealogical/orientation kit is being prepared for the summer of 1991. Visitors who want an orientation session will receive an overview of PANS via the slide show, followed by a discussion of genealogical sources (including photocopied examples of PANS holdings), and end with a brief tour of the various floors.

Hartling contributed two articles to the Council of Nova Scotia Archives' Newsletter; the first was entitled "ACA-Victoria" and appeared in issue number 13 (Summer 1990). The second was "Public Programs and the Public Archives of Nova Scotia," issue number 14 (Winter 1991). The Archives' description (page 224) in the Nova Scotia Travel Guide was revised and PANS' suggestions for the section "Tracing Your Roots in Nova Scotia" (page 36) were included in the 1991 Guide. Notices of Archives' exhibitions are regularly sent to *The Mail-Star*, *The Chronicle-Herald*, *The Daily News*, and the *Metro Telecaster*. Last year, Hartling arranged for *The Mail-Star* and *The Chronicle-Herald* to photograph and write an article on Mrs. Maribelle Smiley, of Windsor, who had donated

her most recent genealogical study. A subsequent article appeared in *The Hants Journal*. Attempts are being made to arrange publicity for other individuals who donate significant collections to PANS.

The Public Programs Archivist arranged two receptions; the first for the launching of Nova Scotia Newspapers: A Directory and Union List 1752–1988 on 3 December 1990, and the second for the "Music of the Eye" opening. Mr. Gary Hughes, Chief Curator at the New Brunswick Museum, gave an illustrated lecture in support of the exhibition's opening on 1 March 1991.

The Mushaboom Heritage Committee asked Hartling to be the guest speaker for Mushaboom Day on 8 September 1990. His speech was entitled "St. Paul's Church and Sources at the Public Archives of Nova Scotia."

Ninety-six letters were answered by the Public Programs Archivist. Most were replies to genealogical inquiries, or pertained to some aspect of public programmes. He even received a telephone inquiry from the television game show "Jeopardy"; the caller asked "Who gave Nova Scotia its name?"

Twelve researchers requested artifacts during the year. There were also three written inquiries and a few telephone calls regarding PANS' artifacts. Mrs. Sharon Croft, and Mr. Robert Doyle, Dalhousie University's Theatre Department, brought 18 students to PANS on 18 January 1991. These students viewed nineteenth century dress and accessories which had been carefully removed from the Artifacts Vault to the Audio-Visual Room where Mrs. Croft and Mr. Doyle discussed said artifacts. Viewing these items assisted the students who were required to make reproductions of the nineteenth century costumes.

Exhibitions

Date	**Title**	**Sponsoring Organization**
April '90	Juried Exhibition	Contemporary Art Society
May–June '90	Victoria Regina	PANS (organized by James Paul)
June–July '90	The Medium Is Metal	Metal Art Society
Nov. '90–Feb. '91	To Serve As A Soldier: The Militia Movement in Nova Scotia	Army Museum

Jan.–Apr. '91	Halifax's African School	PANS (organized by Philip Hartling)
March–May '91	Music of the Eye: Architectural Drawings of Saint John, New Brunswick	New Brunswick Museum

ADMINISTRATION

The Administration Section was busy this year with the addition of two micro-computers which have helped to automate areas of our operation. The Provincial Archivist's Secretary, Francine Hannam, now carries out all of his and the Associate Provincial Archivist's work on computer, as well as generating specialized finding aids for other divisions and preparing work for the many outside committees in which Mr. Carroll and Mr. Dunlop are involved. Katherine Gagne, Clerk/Typist in the Administration Office, undertook two major projects during this year. All invoices that are generated in the building are now entered in a database so that we may easily keep track of paid and unpaid invoices. In addition, the Furniture and Equipment Inventory for the building was also entered in a database.

The highlight to the building improvements undertaken during the year is an exterior lighting and signage package, funded via a capital grant from the Department of Government Services. Now our building can be easily seen and identified from the street. Another major operation during the year was our move into our offsite storage facility at the Central Services Building on Young Street. Approximately two weeks was spent moving collections of the Archives to this facility and in reorganizing the shelving areas of the basement and the Maps and Plans Division on the fifth floor to best use the space available here. A limited amount of space still remains in the offsite facility which we expect to fill within the next year.

Although we have finally solved the problem of leaky windows on the east side of the main level (which has been with us since the exterior brickwork was repaired five years ago), the solar heating system has been causing problems which are serious enough that we asked the Department of Government Services to thoroughly review the system and its potential energy savings for the Archives. The result of this review is that system design improvements and repairs to the expansion joints in the system will be completed in the upcoming year.

Weekend and Evening Operations Committee:

The mandate of the Weekend and Evening Operations Committee is to hire, train, schedule, direct, and discipline the part-time weekend and evening library/archival clerks. It has been in existence for several years. The Committee met several times over the past year to deal with ongoing matters of concern such as supervision of part-time staff by Duty Archivists as well as procedural matters at the second and third floor desks. A special training session for staff was held in November and was mandatory for those staff who had not yet attended a session. During this Friday evening and Saturday morning seminar a number of topics were discussed which we hoped would improve the staff's understanding of our collection and their ability to assist our researchers in accessing information. An expanded version of the Part-time Weekend and Evening Staff Manual was produced as a reference tool for staff at the desks.

Staff turnover during the year was relatively low with an average of 13 part-time staff working at one time to cover the 28 available shifts each week. A formalized interview process helped the Committee to smooth hiring procedures including interviewing, selection, and orientation.

STAFF ACTIVITIES

Carman V. Carroll, Provincial Archivist, presented papers to the Canadian Records Management Conference in Halifax, May 1990; the museum curators in Nova Scotia, June 1990; the archives course held at the National Archives, September 1990; the Planters Conference in Wolfville, November 1990; and the Halifax Library Association, March 1991. He continues to serve as Chairman of the Canadian Council of Archives — Conservation Committee; ex officio executive member of the Council of Nova Scotia (CNSA); member of the CNSA Conservation Committee; member of the Board of Governors of the Nova Scotia Museum; member of the adjudication panel for the Canadian Studies Research Tools program of the Social Sciences and Humanities Research Council; member of the Nominations Committee of the Royal Nova Scotia Historical Society; representative for the Public Archives on the Dr. Helen Creighton Foundation; and member of the Genealogical Institute of the Maritimes. During the year he attended the spring and fall meetings of the CNSA, the conference of the Association of Canadian Archivists and the annual meeting of the National, Provincial, and Territorial Archivists. He also attended the annual meeting of the Federation of Nova Scotian Heritage.

Allan C. Dunlop, Associate Provincial Archivist, gave a talk to the Elderlearners at St. Mary's University, 20 October, entitled "As Others Saw Us: Published Observations on the Province and Its People." On 22 October he met with members of the United Church in Sackville, New Brunswick to discuss the writing of a local church history. When the participants in the Hannah Institute seminar on the history of medicine toured PANS on 3 November, Mr. Dunlop conducted the tour and commented on collections of interest to medical historians. He presented a paper to the Genealogical Society of Nova Scotia on 19 February entitled "Nova Scotia Department of Vital Statistics: Its Early History." In Truro on 28 February he was speaker at the annual Heritage Awards ceremony of the Colchester County Historical Society.

Mr. Dunlop continues as Chair of the Archives Committee of the Maritime Conference of the United Church of Canada. He also became a Board member of the Planter Studies Committee at Acadia University and attended the Planter Studies Conference held at Acadia University in Wolfville, Nova Scotia, 11–14 October.

As a member of the Program Committee he attended the Association of Canadian Archivists meeting in Victoria, British Columbia, 29 May–2 June. He also participated in the Atlantic Canada Studies Conference at the University of Maine in Orono, 17–20 May and the meetings of the Atlantic Association of Historians at Memorial University in St. John's, Newfoundland, 5–7 October.

Mr. Dunlop chairs the PANS Public Service Committee and served on several other in-house committees.

Rebecca Arsenault, Library Assistant, attended the Problem Patron Workshop conducted by the Civil Service Commission in December. During the winter term, she attended a course in "Reference Services in the Humanities" at the School of Library and Information Studies at Dalhousie University.

Rosemary Barbour, Microfilm Archivist since 1 July 1990, Manuscripts Division, continues since her appointment in 1989 to serve as a member of the Archives Committee of the Anglican Diocese of Nova Scotia. She has been chairperson of the Council of Nova Scotia Archives Conservation Committee since September 1990, having been a member since its formation in 1989, and serves as a member of the Public Archives of Nova Scotia Public Service Committee. She attended the CNSA fall conference in October 1990.

Darlene M. Brine, Archival Assistant, Manuscripts Division, attended in 1990–1991 the Council of Nova Scotia Archives fall conference "Conservation in Archives," 26–27 October 1990 in Annapolis Royal and the Council of Nova Scotia Archives spring conference "Archives and Researcher Services," 3–5 April 1990 in Halifax. She also attended a seminar entitled "Emergency and Disaster Preparedness for Museums," on 22–23 March 1991 at the Yarmouth County Museum sponsored by the Federation of Nova Scotian Heritage and the Canadian Conservation Institute. She attended the entire in-house Wednesday morning Lecture Series.

Barry Cahill, Manuscripts Archivist, presented a paper entitled "The Court of Exchequer (1775): The Stillbirth or Short Life of a Judicial Tribunal in Eighteenth-Century Nova Scotia" at the Conference of the Atlantic Society for Eighteenth-Century Studies at Saint Mary's University in April. In May he served on the Registration Committee for the sixth Canadian Records Management Conference in Halifax. In August he assumed the post of General Editor of *Archivaria,* the journal of the Association of Canadian Archivists, for a two-year term. In September his paper "Henry Dundas' Plan for Reforming the Judicature of British North America, 1792" was published in the *UNB Law Journal,* Vol. 39. Also in September he attended the Irish Genealogy Research Weekend in Charlottetown. In October he presented a lecture in the Wednesday morning in-house series, entitled the "Halifax Shipyards Project." Also in October he attended the fall conference of the Council of Nova Scotia Archives at Annapolis Royal. In November he visited the National Archives in Ottawa to meet with the editorial and production staff of *Archivaria* in order to plan strategy. In December his review of *The Causes of Canadian Confederation* (edited by Ged Martin) was published in *Atlantic Provinces Book Review,* Vol. 17, No. 4.

Mr. Cahill serves on the "Ad Hoc Committee on Legal Archives Preservation" of the Nova Scotia Barristers' Society. He continues as Editor of the *Nova Scotia Historical Review.*

Margaret Campbell, Head, Photographs and Documentary Art Division, gave a presentation on Management and Care of Photo Archives at the seventh ARMA Canadian Conference in Halifax on 9 May 1990. In June 1990 she attended the Association of Canadian Archivists' annual meeting in Victoria, British Columbia. Ms. Campbell continued as a member of the Bureau of Canadian Archivists' Graphic Materials Working Group and within the Archives as a member of the Descriptive Standards Coordinating Committee. She also served as a member of the Membership Committee of the Association of Canadian Archivists.

Georges Dupuis, Archival Assistant, Public Records Division, attended the CNSA fall conference (October 1990) in Annapolis Royal. He regularly attended the Wednesday morning lecture series, including a seminar entitled "Dealing with Difficult People." Georges is Membership Secretary for the Royal Nova Scotia Historical Society.

Katherine Gagne, Clerk/Typist in the Administration Office, attended the seminar "Dealing with Difficult People", sponsored by the Civil Service Commission.

Francine Hannam, Secretary in the Administration Office, also attended the seminar "Dealing with Difficult People".

Philip Hartling, Public Programs Archivist, attended the Council of Nova Scotia Archives' spring conference (28–30 March 1990), the Association of Canadian Archivists conference in Victoria, British Columbia (30 May–2 June 1990), and the Social Studies Teachers Conference in Halifax (25–26 October 1990). He has been a Board member for Heritage Trust of Nova Scotia since June 1990 and he continues to serve on the Archives' Weekend and Evening Operations Committee.

Kent Haworth, Acting Head, Public Records Division, continued to serve as Chairman of the Bureau of Canadian Archivists' Planning Committee on Descriptive Standards which is responsible for developing rules for the description of archival materials at all levels and for all media. Associated with this commitment is his membership on the International Standards Organization's Technical Committee 46 (Information and Documentation) and the Canadian Committee on Cataloguing, which is responsible for the review of all proposed rule revisions to the Anglo-American Cataloguing Rules, second edition (1988 revision).

He assisted in the presentation of a one-day information session on the structure of Rules for Archival Description at the annual conference of the Association of Canadian Archivists British Columbia (ACA) in Victoria, and assisted with a workshop on the application of Rules for Archival Description which was presented to the Society of Alberta Archivists in October and the Archives Association of British Columbia in February. In Macerata, Italy he presented a paper entitled "Reclaiming Archival Principles: The Future of Appraisal, Records Management, and Description in North America" to an international conference on archives held to commemorate the 700th anniversary of the University of Macerata. The paper will be published in the proceedings of the conference. In February he also presented a lecture on the development of standards for archival description to the School of Library, Archival, and Information Studies at the University of British Columbia.

He collaborated with Wendy Duff in the preparation of a paper entitled "The Reclamation of Archival Description: The Canadian Perspective" which will be published in *Archivaria* in the Spring 1991 issue.

Sandra Haycock, Head, Public Records Division, attended ARMA's sixth Canadian Records Management conference in Halifax in May 1990 and reviewed it for volume 31 of *Archivaria.* She attended the fall and spring conferences of the Council of Nova Scotia Archives, sits on its executive and edits their newsletter. Ms. Haycock represents the Archives on the Board of Directors of the Nova Scotia History of Medicine Museum.

Gail Judge, Secretary, Map/Architecture Division, attended several of the Wednesday morning lecture series.

Lois Kernaghan, Head, Manuscripts Division, attended both the spring and fall 1990 conferences of the Council of Nova Scotia Archives. In June, she attended the Association of Canadian Archivists' 1990 conference in Victoria, British Columbia, during which she presented a paper prepared in collaboration with several PANS staff, entitled "Archival Reference Service: The Challenge of the 90s."

During the summer, Ms. Kernaghan gave two presentations within Dalhousie University's Elderhostel program, and in October she spoke to the Nova Scotia History of Nursing Interest Group on the selection and preservation of archival material.

Ms. Kernaghan was elected Vice-President of the Genealogical Institute of the Maritimes in October 1990. She continues as Literary Editor of the Nova Scotia Historical Review, and as a member of the editorial board of *Archivaria*. Her article on Maria Angwin, M.D. (1849–1894) appeared in the *Dictionary of Canadian Biography,* Volume XII (1990), and an expanded version was published in *The Novascotian* (Halifax) in February 1991.

Within the Public Archives of Nova Scotia, Ms. Kernaghan sits as a member of the Weekend and Evening Operations Committee, and as chairperson of the Descriptive Standards Coordinating Committee.

Mary E. King, Administrative Officer, attended the following courses and seminars: Certificate in Microcomputer Applications, Henson College; Bedford Accounting Micromputer Course, Henson College; Advanced Situational Leadership, Civil Service Commission; G.S.T. Seminar, Padgett Thompson; Record of Employment Course, Canada Employment and Immigration Commission; Fall Conference, Council of Nova Scotia Archives.

She served as Chair of the Weekend and Evening Operations Committee, and member of the Management Committee.

Lillian Leonard, Library Clerk, continues to serve on the in-house Occupational Health and Safety Committee and the Pay Equity Committee. She attended the Problem Patron Workshop in December.

John MacLeod, Archivist Public Records Division, attended the fall meeting of the CNSA, as well as the annual conference of the ACA in Victoria, British Columbia (29 May–2 June), the theme of which was "Public Service." In addition, he attended the Atlantic Canada Studies Conference in Orono, Maine (17–19 May), the Thomas Raddall Symposium in Wolfville (22 September), the Atlantic Canada Workshop on the theme of Community Level Social Relations, and a seminar on Disaster Planning sponsored by the Federation of Nova Scotia Heritage in Yarmouth (22–23 March).

Julie Morris, Genealogical Archivist, presented a talk about genealogical inquiries and sources to Nova Scotia Tourism Visitor Centre Managers in Halifax on 4 April 1990. She attended a "Thesaurus Construction" workshop on 25 May 1990 sponsored by the School of Library and Information Sciences at Dalhousie University. In Victoria, British Columbia, while attending the annual conference of the Association of Canadian Archivists (29 May–2 June 1990) she presented a paper on the traditional aspects of public service in archives entitled "We're dancing as fast as we can: reactive and 'pro-active' approaches to public service." Ms. Morris also attended an ACA Education Committee Meeting where committee members finalized the "Guidelines for the Development of Post-appointment and Continuing Education and Training."

The New Brunswick Genealogical Society invited Ms. Morris to attend its annual summer workshop and she presented a paper about genealogical sources and the services at PANS on 10 August 1990. In the early autumn she attended two historical conferences/workshops: the Atlantic Canada Workshop on historical research in progress at the Fisheries Museum in Lunenburg, and the Planters' Studies conference held in Wolfville.

She organized and attended the Council of Nova Scotia Archives' Fall Conference on Conservation at Annapolis Royal, on 26 and 27 October 1990. At the PANS on 17 November, the Genealogical Association of Nova Scotia held a workshop on computer programs for genealogists which Ms. Morris helped to organize. The following week, 23–25 November, she attended an Association of Canadian Archivists' Educa-

tion Committee meeting in Toronto to plan a national education programme and five-year plan for the professional development of archivists.

On 18 February 1991, Heritage Day, Ms. Morris attended a conference co-sponsored by the Culture Division of the Nova Scotia Department of Tourism and Culture and the Church Conservancy Society of Nova Scotia regarding the built heritage of churches in the province. At an invitational meeting of representatives from the education committees of the national, provincial, and territorial archival associations and councils, 16 and 17 March 1991, Ms. Morris represented the Council of Nova Scotia Archives in Toronto and presented a paper concerning the CNSA's response to the ACA's "National Education Programme and Five-Year Plan" which had been circulated to encourage regional input and to further develop the programme and plan.

Outside of these meetings and conferences Ms. Morris holds advisory and executive positions on various committees both provincially and nationally. She is an active member on the Diocese of Nova Scotia Archives Committee. Over the last year the committee defined the archives' acquisitions mandate, compiled procedures manuals for both volunteers and users, and published a brochure about the Diocesan Archives. She is the chairperson for the Council of Nova Scotia Archives Training and Professional Development Committee and the Council's Nova Scotia Subject Headings Committee. She represents the PANS and serves as Treasurer on the Board of the Genealogical Institute of the Maritimes which meets twice a year. As a member of the Association of Canadian Archivists' Education Committee, which also meets twice a year, she has been working to further the professional development of archivists through various educational opportunities and programmes.

Tina Parsons, Secretary, Public Records Division, also attended the "Dealing with Difficult People" seminar.

Garry Shutlak, Head, Map/Architecture Division, attended the national conference of the Social Science Teachers Association, 25–26 October 1990 in Halifax. As part of the conference he led two historic walking tours of the downtown, and on 19 February 1991 he attended the Church Conservancy of Nova Scotia Conference in Halifax.

Also, in October 1990, Mr. Shutlak was asked to sit on the Historic City Committee to help plan the "Halifax 1991 Conference" for 14–16 April 1990.

During the past year he gave four talks to various metropolitan area schools on "RMS Titanic and the Halifax Connection." He was also asked to speak at the heritage designation of both the George Wright and James Scott residences in Halifax and during the year he gave an orientation talk, "Introduction to the Archives," to two classes of Architecture 1000 from Dalhousie University.

On 10 May he spoke to the Dartmouth Heritage Museum Society about "Henry Elliot, Carpenter-Architect, 1824–1892," and on 17 May he spoke to the Heritage Trust of Nova Scotia on "Amherst Architecture, 1823–1914." Mr. Shutlak gave an abbreviated version of the same talk to the Cumberland County Historical Society on 25 September 1990.

Wendy Thorpe, Public Records Archivist, attended the annual conference of the Union of Nova Scotia Municipalities in Halifax, 12–14 September 1990 and, with John MacLeod, the Planters' Studies Conference in Wolfville, 10–13 October 1990. Ms. Thorpe took two computer-related courses offered by Dalhousie University, "Introduction to Microcomputers" (23 and 25 October), and "WordPerfect 5.1" (24 November and 1 December). She also prepared an article for publication in *Archives,* the journal of the Association des archivistes du Québec, entitled "Court Records at the Public Archives of Nova Scotia."

Anjali Vohra, Newspaper Specialist, continues to serve as a member of the Nova Scotia Newspaper Network, and attended its meeting in December 1990. She took a four-month leave of absence (16 July to 17 November) to work for the Bureau of Canadian Archivists' Planning Committee on Descriptive Standards.

JoAnn Watson, Head, Film and Sound Archivist; Margaret McBride, Assistant Archivist, JoAnn Watson attended an international conference held in Ottawa, April–May 1990, entitled "Documents that Move and Speak." She and Margaret McBride attended the annual conference of the Folklore Studies Association of Canada, held in Moncton in June 1990, where Ms. Watson presented a paper on Oral History and Folklore Resources in the Film and Sound Division of the PANS. Film and Sound staff attended the Atlantic Film Festival which was held in Halifax in September. In February, Ms. Watson and Ms. McBride attended "A Saturday Celebration of Helen Creighton," sponsored by the Creighton Foundation and held at King's College. Ms. Watson presented a paper entitled "The Helen Creighton Collection at the Public Archives of Nova Scotia" and Ms. McBride assisted in mounting an accompanying display of examples from the Creighton Collection and by presenting a slide show to accompany Ms. Watson's talk.

JoAnn Watson currently sits on the in-house Descriptive Standards Committee, and is Secretary-treasurer of the Motion Picture Heritage Fund of Nova Scotia. Ms. McBride sits on the Occupational Health and Safety Committee and the Public Service Committee.

Gwen Whitford, Librarian, continues to serve on two in-house committees: Descriptive Standards Coordinating Committee and the Weekend and Evenings Operations Committee. In April she participated in a two-day workshop on Management of Library Technology. This was held at Dalhousie's School of Library and Information Studies. She attended the Problem Patron workshop in December. She coordinated a number of meetings of the Ad Hoc Committees for the Preservation and Access of Nova Scotian Newspapers that dealt with pre-publishing details of the Directory and Union List. She attended a seminar on "Assertiveness Training for Women Managers" in July. Ms. Whitford also contributed to the Nova Scotia Newspaper Network's Meeting in December. At the Atlantic Provinces Library Association (APLA) Conference in May, she participated in a pre-conference session on Authority Controls. This was sponsored by the Canadian Library Association. She attended APLA executive meetings as Secretary, and was voted in as Vice-President for Nova Scotia at the Conference. In September, she attended the Nova Scotia Library Association (NSLA) Conference in Sydney. It began with a session sponsored by the Canadian Library Association, on the Reference Interview process. A presentation on the Cox Collection was delivered by Ms. Whitford to staff members in October as part of the in-house lecture series. She assisted with the part-time workers' training sessions in November. Tours of the Library Division were given to the first-year class of the Dalhousie School of Library and Information Studies in September and to members of the Halifax Library Association in March. Ms. Whitford was the Dalhousie Alumni member on the Library School Director Search Committee which held meetings from October to December. She interviewed the new Provincial Librarian, Marion Pape, and prepared an article for inclusion in the January/February '91 edition of the *APLA Bulletin*. She also wrote an article on PANS' card thefts for the March/April '91 issue of the same publication. An extensive article was prepared on Dr. George Hastings Cox, whose collection is now in the PANS Library. This will be edited by Eric Swanick and published in *Book Collectors in Atlantic Canada*, which will be released in 1992.

PUBLIC SERVICE STATISTICS

April to March	**1990–91**	**1989–90**
Researchers (Library)		
Day	6,150	5,989
Evening/weekend	4,184	3,959
Researchers (Manuscripts)		
Day	8,614	7,146
Evening/weekend	5,096	4,002
Researchers (Photographs)		
Day	611	650
Evening/weekend	8	22
Researchers (Maps)		
Day	990	927
Evening/weekend	31	61
Researchers (Film/Sound)		
Day	184	292
Books		
Day	11,495	12,668
Evening/weekend	8,692	9,950
Microforms (Library)		
Day	12,202	13,065
Evening/weekend	11,447	13,182
Newspapers (original)		
Day	4,379	2,778
Evening/weekend	2,179	4,231
Public Records/Manuscripts (original)		
Day	6,100	6,550
Evening/weekend	5,222	6,395
Microforms (Public Records/Manuscripts)		
Day	13,719	12,129
Evening/weekend	12,333	11,851

April to March	**1990–91**	**1989–90**
Photographs		
Day	6,560	12,482
Evening/weekend	518	279
Pictures		
Day	1,045	1,106
Evening/weekend	—	—
Maps		
Day	5,727	7,448
Evening/weekend	205	1,100
Architectural Plans		
Day	2,666	2,194
Evening/weekend	234	96
Film/Sound		
Day	1,904	842
Days open	248	251
Evenings open	243	246
Weekends open	43	44
Issue of Documents		
Record and Manuscript Groups (original)	11,322	12,945
Books	20,187	22,618
Photographs/Pictures	8,123	13,867
Maps/Architectural Plans	8,832	10,838
Microforms	49,701	50,227
Newspapers (original)	6,558	7,009
Film/Sound	1,904	842
Total Researchers		
Day	16,549	15,004
Evening/weekend	9,319	8,044
Total	25,868	23,048

THE PUBLIC ARCHIVES OF NOVA SCOTIA

AUDITORS' REPORT AND FINANCIAL STATEMENTS

MARCH 31, 1991

AUDITORS' REPORT

To the Board of Trustees of
The Public Archives of Nova Scotia

We have audited the statements of revenue and expense and surplus of The Public Archives of Nova Scotia for the year ended March 31, 1991. These financial statements are the responsibility of the Archives' management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the revenue and expense and surplus of the Archives for the year ended March 31, 1991 in accordance with the accounting principles set out in the notes to the financial statements.

Coopers & Lybrand

Chartered Accountants
Halifax, Canada
August 20, 1991

THE PUBLIC ARCHIVES OF NOVA SCOTIA
STATEMENT OF REVENUE AND EXPENSE

Year Ended March 31, 1991

Revenue	**1991**	**1990**
Government of Nova Scotia (salaries and benefits)	$1,178,552	$1,043,520
Government of Nova Scotia (operating grant)	236,528	240,000
Government of Nova Scotia (capital grant)	40,000	30,000
Government of Canada	42,134	48,230
Sales, publication, etc.	34,733	34,026
Interest	30,835	27,450
	1,562,782	1,423,226
Expenses		
Acquisitions	4,620	3,173
Building maintenance	33,740	9,074
Conferences and seminars	6,321	9,748
Electricity	69,685	72,868
Equipment	26,769	48,323
Equipment repair and maintenance	23,967	28,091
Freight and express	1,513	3,621
General operating expense	41,589	48,924
Heating fuel	18,605	14,262
Honoraria	1,300	1,600
Membership dues	3,377	3,161
Miscellaneous	2,452	6,616
Other services	29,581	32,963
Postage	4,429	5,076
Printing and stationery	22,796	22,670
Professional services	2,744	3,973
Rentals	13,544	13,922
Salaries and benefits	1,178,552	1,043,520
Security	32,397	32,103
Staff training	2,440	2,112
Subscriptions and periodicals	9,458	2,835
Support services		11,168
Telecommunications	19,657	21,067
Travel	3,968	3,833
Water	1,602	1,481
	1,555,106	1,446,184
Excess of Revenue over Expenses (expenses over revenue)	$7,676	$(22,958)

THE PUBLIC ARCHIVES OF NOVA SCOTIA
STATEMENT OF SURPLUS
Year Ended March 31, 1991

	1991	1990
Surplus, beginning	$234,144	$257,102
Excess of revenue over expenses (expenses over revenue)	7,676	(22,958)
Surplus, ending	$241,820	$234,144
Represented by:		
Cash on hand and at bank	$205,292	$234,144
Grant receivable — Province of Nova Scotia	36,528	
	$241,820	$234,144

On behalf of the Board of Trustees
of The Public Archives of Nova Scotia

Carmael Carroll
Provincial Archivist

Mary E King
Secretary

THE PUBLIC ARCHIVES OF NOVA SCOTIA
NOTES TO FINANCIAL STATEMENTS
March 31, 1991

1. Status and nature of activities

   The Archives is an Agency incorporated by Act of the Legislature of the Province of Nova Scotia, and operates an archives and research centre.

2. Significant accounting policies

   The expenses are stated on a cash basis and therefore accrued liabilities for expenses are not recognized in these financial statements.

   Capital expenditures are charged to expense as incurred.

3. These financial statements include only the operating revenue and expenses of The Public Archives of Nova Scotia, and not those of any specific funds administered by The Public Archives of Nova Scotia.